



COBB COUNTY POLICE DEPARTMENT

140 North Marietta Parkway
Marietta, Georgia 30060-1454
(770) 499-3900 • fax: (770) 499-4195
www.police.cobbcountyga.gov

Received By (Initials) _____

J.R. Houser *Chief of Police*

R.L. Prince *Deputy Chief of Police*

C.T. Cox *Deputy Chief of Police*

COBB COUNTY POLICE RECORD REQUEST

Incident Report Number **(ONE REPORT PER FORM)** _____ Type of Incident _____

Date of Incident _____ Location of Incident (Address) _____

Name of person listed in report _____ D.O.B. (If Known) _____

Your Name and involvement _____

Signature _____

Date and Time _____

If report is designated as juvenile or domestic violence – you must provide clear copy of valid identification.

Contact Phone Number _____ E-Mail _____

☐ Please check if you would like the report sent to you by e-mail if possible.

(Pursuant to OCGA 50-18-71(b)(1)(A) You will be notified within three (3) business days)

Report fees and retrieval: **1)** 50-18-71 (c)(1) and (2) The first fifteen minutes of review and/or copying is free. After fifteen minutes, a fee of \$13.10 (unless otherwise noted below) will be assessed per hour in addition to copying fees. 10 copied pages or more will be 10¢ each. **2)** Records to be mailed will be standard copying fee plus postage. **3)** Reports will be sent by e-mail when possible (if provisions are met in accordance with OCGA 50-18-72(a)(20)(B)(v)).

DO NOT WRITE BELOW THIS LINE --- OFFICE PERSONNEL ONLY

After review of the above request, the report will or will not be released under the following provisions:

- ☐ **Full Copy** - Open for release with limitations pursuant to OCGA 50-18-72(a)(20); 50-18-72(a)(21)(A) thru (E).
- ☐ **Initial Copy / Officer Narrative** - Initial report only pursuant to OCGA 50-18-72(a)(4) and with limitations pursuant to OCGA 50-18-72(a)(20); 50-18-72(a)(21)(A) thru (E). When the report is regarding an active investigation or arrest, you will only have access to the first section of the report. This does not include videos, supplemental reports, photographs, or other information. Also, the same items listed above for the Full Report will be redacted.
- ☐ **Arrest Copy** - if a party listed in the report was arrested, you will be provided a copy of the arrest report unless it is protected by law.
- ☐ **Cannot** be released pursuant to OCGA 49-5-40(b) involves child abuse or child neglect / 49-5-41.1 juvenile violation of controlled substance / 15-11-708(b) involves juvenile offenders / 17-4-20.1(d) family violence where no arrest has been made and is available only to the victim / OCGA 35-3-30 this report is unavailable because an arrested party had the arrest record expunged. You will need to contact the prosecuting attorney or present a court order by a court of record of this state
- ☐ **Victim/Involved party information removed** 50-18-72(a)(3) protect involved party / OCGA 16-6-23(a) the personal identifying information of a victim of a rape or sexual assault.
- ☐ **Crime Scene Photographs** of the victim are not available OCGA 45-16-27.
- ☐ **Other** _____

Notes: _____

Signature of Records Custodian _____

Date _____